

The Team Leader is the first name on the Duty Rota (in red). Rota attached below.

3 Welcome Team Members should be at the Church Centre for 10.15 a.m. and 2 'Counters' will count the collection and ensure the cash is taken to the bank.

Tasks before the service

External					
Check for and clear rubbish/leaves etc around the entrance and car park.					
Dry the handrails, if necessary.					
Internal					
If necessary, switch on the fire in the Gladys Aylward for the crèche.					
Check that all lights are switched on including the stained-glass window.					
Set up the children's area					
Check the hand sanitiser on a table in vestibule area – use blue roll/hand towel under dispensers.					
Using antibacterial wipes, wipe 'touch points' such as tables, light switches and door handles.					
Using antibacterial wipes, wipe over the surfaces in the toilets					
Open the Bible on the Communion table.					
Make sure there are wipes at the lectern and put child step on the floor.					
Set up 1 offering plate & the retiring offering brass bowl (with sign) at the front entrance and at the exit from the Elisabeth Elliot.					
Put a carafe of water and a glass (stored in a labelled box in the kitchen) on the Communion table.					
If necessary, open the roof windows					

Internal (continued)					
Collect flowers from the kitchen and put one vase to the left on the Communion table and one at the entrance to the Church Centre.					
Confirm delivery of flowers (see Rotas' folder) and ensure flower cards are signed					
Bell to be switched on at 10.40am. Then switched it off at 11am.					
Put 6 'Reserved for Latecomers' signs on the 6 seats nearest the door.					
Check that 2 unopened bottles of water and glasses are on the shelf beside the First Aid pack.					
Put 'Service has started' sign on door frame just before the service starts					
The Team Leader will:-					
Allocate tasks, give out jackets & name badges					
Allocate someone to welcome congregation as they arrive.					
Confirm with 'counters' for offering & drop off to bank					
Confirm with crèche or Sunday Club helpers (see Rotas' folder)					
Confirm with Tea/Coffee team (see Rotas' folder)					
Confirm with Worship readers (see Rotas' folder) and ensure they have a copy of the part they are reading					
Allocate 'awareness person' to look out for any issues during the service.					
Allocate someone to sit near the entrance to the David Livingstone in case of late comers.					
Allocate guides to usher the congregation out of the main entrance at the end of the service.					
Check with the minister if there any special requirements for the service e.g. at baptisms					
During the singing of the final hymn alert Crèche that the service is nearly over or ask someone else to do this.					

Church Checklist for Sunday Worship



Tasks after the service					
Open the doors from the church centre exit, Elisabeth Elliot and vestibule to outside.					
Put the water glass and carafe away					
Check David Livingstone for any left property etc.					
Remove 'Service has started' sign.					
Using antibacterial wipes, wipe 'touch points' such as tables, light switches and door					
handles.					
Using antibacterial wipes, wipe over the surfaces in the toilets					
Put the offering plates away.					
Empty bins					
If everyone has left, switch off all the lights and close & lock all doors including patio					
doors and shutters in the Eric Liddell. Or, if there are people still in the building, ensure					
they can lock up.					



Welcome Team Rota

Team	Date	Name	
1	14.07.24	Ann	Pert
		Joy	Glennie
		Bob	Rendall
	21.07.24	Ann	Pert
		Joy	Glennie
		Bob	Rendall
2	28.07.24	Jackie	Scott
		Christine	McLachlan
		Alastair	McLachlan
	04.08.24	Jackie	Scott
		Christine	McLachlan
		Alastair	McLachlan
3	11.08.24	Ann	Langley
		Jean	McMillan
		Ruth	Lang
	18.08.24	Ann	Langley
		Jean	McMillan
		Ruth	Lang
4	25.08.24	George	Good
		Ann	Good
		Roy	Smith
	01.09.24	George	Good
		Ann	Good
		Roy	Smith
5	08.09.24	Ellen	McVean
		Jim	Crawford
		Susan	Harvey
	15.09.24	Susan Ellen	Harvey McVean
	15.09.24	Susan Ellen Jim	Harvey McVean Crawford
	15.09.24	Susan Ellen	Harvey McVean
		Susan Ellen Jim Susan	Harvey McVean Crawford Harvey
6	15.09.24	Susan Ellen Jim Susan Margaret	Harvey McVean Crawford Harvey Burton
6		Susan Ellen Jim Susan Margaret Kat	Harvey McVean Crawford Harvey Burton Jones
6	22.09.24	Susan Ellen Jim Susan Margaret Kat Ruedi	Harvey McVean Crawford Harvey Burton Jones Nager
6		Susan Ellen Jim Susan Margaret Kat Ruedi Margaret	Harvey McVean Crawford Harvey Burton Jones Nager Burton
6	22.09.24	Susan Ellen Jim Susan Margaret Kat Ruedi Margaret Kat	Harvey McVean Crawford Harvey Burton Jones Nager Burton Jones
6	22.09.24	Susan Ellen Jim Susan Margaret Kat Ruedi Margaret	Harvey McVean Crawford Harvey Burton Jones Nager Burton
6	22.09.24	Susan Ellen Jim Susan Margaret Kat Ruedi Margaret Kat	Harvey McVean Crawford Harvey Burton Jones Nager Burton Jones



Counting Team Rota

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